

**NATIONAL COMMISSION FOR CULTURE & THE ARTS**  
**Job Vacancies (MARCH 28, 2022 to April 7, 2022)**

No.	Position Title/ Status	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					PLACE OF ASSIGNMENT
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	PROJECT OFFICER (Project Hire)	NA	NA	P 23,400.00	Bachelor's Degree Holder preferably in Information Technology or it's relevant courses	none required	none required	none required but an advantage	<ul style="list-style-type: none"> <li>o Proficient ICT skills and knowledge in the field of web management &amp; basic coding language</li> <li>o Good written &amp; verbal Communication skills</li> <li>o Good interpersonal skills</li> <li>o Good administrative &amp; client skills</li> <li>o Ability to operate effectively in different social situations</li> <li>o Planning &amp; coordination skills</li> <li>o Displays good ethics &amp; integrity</li> <li>o Capable in executing tasks under pressure and requires minimal supervision</li> <li>o Multitasker</li> </ul>	PPMD/ Cultural Dissemination section
2	HEAD USHER (Project Hire)	NA	NA	P 25,439.00	Bachelor's Degree Holder	With 4 (four) hours relevant training	With 1 (one) year experience in Theater/ TV or Events	none required but an advantage	<ul style="list-style-type: none"> <li>o Good written &amp; verbal Communication skills</li> <li>o Good interpersonal skills</li> <li>o Good administrative &amp; client skills</li> <li>o Ability to operate effectively in different social situations</li> <li>o Customer service skills</li> <li>o Displays good ethics &amp; integrity</li> <li>o Multitasker</li> <li>o Computer literate</li> </ul>	Office of the Chairman/ Metropolitan Theater
3	PRODUCTION OFFICER (Project Hire)	NA	NA	P 25,439.00	Bachelor's Degree Holder	Preferably with 4 (four) hours relevant training	Preferably with 1 (one) year experience in TV or Theater Production	none required but an advantage	<ul style="list-style-type: none"> <li>o Good communication skills</li> <li>o Good teampayer;</li> <li>o Strong relationships with clients, co-workers &amp; staff</li> <li>o Logical and ability to make good and sound decisions;</li> <li>o Ability to operate effectively in different social situations;</li> <li>o Displays good ethics and integrity</li> <li>o Multitasker</li> <li>o Computer Literate</li> </ul>	Office of the Chairman/ Metropolitan Theater
4	(2) REGISTRY COORDINATORS (Project Hire)	NA	NA	P 23,400.00	Bachelor's Degree Holder	Preferably with 4 (four) hours relevant training	Preferably with 1 (one) year relevant experience	none required but an advantage	<ul style="list-style-type: none"> <li>o Good written &amp; verbal Communication skills</li> <li>o Good interpersonal skills</li> <li>o Good administrative &amp; client skills</li> <li>o Keen in details</li> <li>o Multitasker</li> <li>o Ability to operate effectively in different social situations</li> <li>o Planning &amp; coordination skills</li> <li>o Displays good ethics &amp; integrity</li> <li>o Proficient in records and data management</li> </ul>	Cultural Properties Protection & Regulation Division/ Philippine Registry of Cultural Property Office (CPRD) (RA 11333)
5	ARTS PRIZE OFFICER (Project Hire)	NA	NA	P 23,400.00	Bachelor's Degree Holder in Arts Management or it's relevant courses	none required	none required	none required but an advantage	<ul style="list-style-type: none"> <li>o Good communication skills</li> <li>o Good teampayer;</li> <li>o Strong relationships with clients, co-workers &amp; staff</li> <li>o Logical and ability to make good and sound decisions;</li> <li>o Ability to operate effectively in different social situations;</li> <li>o Displays good ethics and integrity</li> <li>o Multitasker</li> </ul>	PMMD/ Arts Section

6	CULTURE & ARTS OFFICER II (Contract of Service)	NA	NA	P 33,600.00	Bachelor's Degree in Law/ Juris Doctor or it's relevant courses	1 year relevant experience	8 hours relevant training	none required but an advantage	<ul style="list-style-type: none"> <li>o Highly adept in reviewing and evaluating Legal concerns</li> <li>o Good communication skills</li> <li>o Good teamplayer;</li> <li>o Strong relationships with clients, co-workers &amp; staff</li> <li>o Logical and ability to make good and sound decisions;</li> <li>o Ability to operate effectively in different social situations;</li> <li>o Displays good ethics and integrity</li> <li>o Multitasker</li> </ul>	Cultural Properties Protection & Regulation Division/ Philippine Registry of Cultural Property Office (CPPRD) (RA 11333)
7	THEATER ARCHIVIST (Project Hire)	NA	NA	P 22,190.00	Bachelor's Degree Holder	none required	none required	none required but an advantage	<ul style="list-style-type: none"> <li>o Highly adept in doing research work</li> <li>o Good written &amp; verbal communication skills</li> <li>o Creative thinker &amp; enjoys a fast-paced environment</li> <li>o Good teamplayer;</li> <li>o Strong relationships with clients, co-workers &amp; staff</li> <li>o Logical and ability to make good and sound decisions;</li> <li>o Ability to operate effectively in different social situations;</li> <li>o Displays good ethics and integrity</li> <li>o Multitasker</li> <li>o Computer Literate</li> </ul>	Office of Chairman/ Metropolitan Theater
8	GEOGRAPHIC INFORMATION SYSTEM ANALYST (Project Hire)	NA	NA	P 23,400.00	Bachelor's Degree Holder	Preferably with 4 (four) hours relevant training	Preferably with 1 (one) year relevant experience	none required but an advantage	<ul style="list-style-type: none"> <li>o Good written &amp; verbal Communication skills</li> <li>o Good interpersonal skills</li> <li>o Proficient in GIS desktop software and data management</li> <li>o Good administrative &amp; client skills</li> <li>o Ability to operate effectively in different social situations</li> <li>o Planning &amp; coordination skills</li> <li>o Displays good ethics &amp; integrity</li> </ul>	Cultural Properties Protection & Regulation Division/ Philippine Registry of Cultural Property Office (CPPRD) (RA 11333)

Interested and qualified applicants **should signify their interest in writing** and attach the ff. documents to the application letter. Send thru email at: **hr@ncca.gov.ph cc: hrms.ncca@gmail.com** not later than **APRIL 7, 2022**

**. APPLICATIONS WITH INCOMPLETE REQUIREMENTS SHALL NOT BE ENTERTAINED**

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture  
(CS Form No. 212, Revised 2017) **AND** Work Experience Sheet. Forms can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
2. Updated comprehensive resume indicating exact duration of employment and job description;
3. Transcript of Records (TOR); Diploma;
4. Two (2) copies of most recent 2x2 photo;
5. **Certificate of trainings attended (training without valid certificates will not be credited as training)**
6. Authenticated Civil Service Eligibility (if any);
7. **Certificate of Employment and/or Clearance from previous employer/s (employment w/out valid certificates will not be credited as employment)**
8. NBI clearance (2022); TIN ID; Community Tax Certificate (2022)
9. NSO Birth Certificate;
10. Marriage contract (if any)

**QUALIFIED APPLICANTS are advised to email their application to:**

**SUSAN C. DAYAO**  
 Chief Administrative Officer  
 633 General Luna St. Intramuros, Mla.

[hr@ncca.gov.ph](mailto:hr@ncca.gov.ph) cc: [hrms.ncca@gmail.com](mailto:hrms.ncca@gmail.com)

**APPLICATIONS WITH INCOMPLETE REQUIREMENTS SHALL NOT BE ENTERTAINED.**

**Posting Date : MARCH 28, 2022**

**Closing Date : APRIL 7, 2022**